



City of D

X "Proud Heritage, Pro

City Manager's Office



(352) 523-5050

Harold R. Sample, City Manager - Ext. 308

Laura Beagles, Administrative Services Director – Ext. 324

Chris Chandler, Executive Assistant - Ext. 307

Bobbi Connor, Personnel/Purchasing Specialist
Ext. 306

Andrea Addison, Accounts Clerk - Ext. 304

Barbara Wells, Purchasing/Inventory Specialist - Ext 315

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[Click here!](#) for list of upcoming public meetings for May 2006!

[FY 2005-06 Budget, click here!](#)

DEPARTMENT SUMMARY

The City Manager is authorized by the City Charter to act as the chief administrative officer. In this capacity the City Manager is responsible for supervising all departments and divisions except the exception of the City Clerk/Finance Officer and the City Attorney who report directly to the City Commission. Additional responsibilities include: preparing and submitting the annual budget, managing the City's personnel system (encompassing Human Resources, Risk Management, and Employee Relations) and acting as the Purchasing Agent for the City. The City Growth Administrator also reports to the City Manager.

MAJOR DEPARTMENTAL FUNCTIONS

1. Preparation and Submittal of City Budget
2. Financial Management (duties shared with City Finance Officer)
3. Economic Development
4. Personnel Administration
 - a) Labor Relations
 - b) Wage & Benefits Review
 - c) Risk Management
 - d) Employee Recruitment & Retention
 - e) Training
5. Purchasing and Contract Administration
 - a) Bid Preparation & Advertisement
 - b) Requisition/Purchase Order Review & Processing
 - c) Transfer Authorization
6. Planning and Zoning Administration
7. Overall administration of city services
8. Staff and clerical support to City Commission

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Contact Us

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